

LIAISON MEMORANDUM NUMBER 15-16

To: Agency Liaison Officers

From: Cindy Rougeou
Executive Director

Re: LASERS Retirement Reference Manual Workshop in Monroe on
November 4

Date: October 1, 2015

LASERS will host a Retirement Reference Manual Workshop on **November 4, 2015** at the University of Louisiana at Monroe, Student Union Building (Ballroom A) in Monroe, Louisiana. This workshop is for human resources and payroll personnel.

The class will cover important updates and details associated with guiding an employee through the retirement process. The workshop will be held from 8:45 a.m. – 3:30 p.m.

You must register through Louisiana Employees Online (LEO). Under Course Catalog, select Comprehensive Public Training Program, CPTP HR, LASERS. The name of the course is *CPTP HR Module 4 LASERS Agency Training*. If you do not have access to LEO, please contact Civil Service to reserve your seat.

The deadline to register is October 28, 2015.

For more information about the workshop, please contact Retirement Benefits Specialist Janet Harris at jharris@lasersonline.org or 225.922.0819.

Board of Trustees:

Thomas Bickham, Board Chair
Janice Lansing, Vice Chair
Connie Carlton
Sen. Elbert Guillory
Beverly Hodges

Hon. John Kennedy
Judge William Kleinpeter
Barbara McManus
Commissioner Kristy Nichols

Rep. Kevin Pearson
Lori Pierce
Kathy Singleton
Shannon Templet

Cindy Rougeou, Executive Director